

## **INSTRUCTIONS FOR PROJECT BUDGET FORM (NOAA FORM 88-205)**

Cost Sharing. For this solicitation, a minimum level of 10 percent cost sharing is required. NOAA must provide at least 50 percent of project costs, as required by statute. The degree to which cost sharing exceeds the 10 percent minimum level (up to the maximum 50 percent allowed) may be taken into account in the final selection of projects to be funded. Applicants whose proposals are selected for funding will be bound by the percentage of cost share reflected in the grant awards.

The non-Federal share may include funds received from private sources or from State or local governments or the value of in-kind contributions. Federal funds may not be used to meet the non-Federal share except as provided by Federal statute. In-kind contributions are non-cash contributions provided by the applicant or non-Federal third parties. In-kind contributions may be in the form of, but are not limited to, personal services rendered in carrying out functions related to the project, and permission to use real or personal property owned by others (for which consideration is not required) in carrying out the project.

The total costs of a project consist of all costs incurred in the performance of project tasks, including the value of in-kind contributions, to accomplish the objectives of the projects during the period the project is conducted. A project begins on the effective date of a grant or cooperative agreement between the applicant and an authorized representative of the U.S. Government and ends on the date specified in the award. Accordingly, the time expended and costs incurred in either the development of a project or the financial assistance application, or in any subsequent discussions or negotiations prior to award, are neither reimbursable nor recognizable as part of the recipient's cost share.

The appropriateness of all cost-sharing proposals, including the valuation of in-kind contributions, will be determined on the basis of guidance provided in OMB Circulars. In general, the value of in-kind services or property used to fulfill the applicant's cost share will be the fair market value of the services or property. Thus, the value is equivalent to the costs of obtaining such services or property if they had not been donated. Appropriate documentation must exist to support in-kind services or property used to fulfill the applicant's cost share.

PROJECT BUDGET FORM. NOAA Form 88-205 must be submitted with each application to support project funding. Cost estimates must be itemized by the Federal share and the non-Federal share. The

non-Federal share may consist of cash and/or in-kind contributions. Direct costs must be itemized in the categories provided. The budget may also include an amount for indirect costs if the applicant has an established indirect cost rate with the Federal Government. Documentation of Federal approval of indirect cost rates must be provided. Estimated indirect cost rates may be included pending approval of a negotiated Federal indirect cost rate. The Grants Officer will assist applicants in obtaining a negotiated Federal indirect cost rate if appropriate.

Budget Period: Enter the number of months the budget covers.

Budget Categories:

1. Personnel: Personnel costs should be itemized by salaries and fringe benefits.
  - (a) Salaries: List salaries by position title, percentage of time to be spent on the project and the cost.  
(Example: Lab Technician; annual salary \$30,000; 30 percent of time on the project; cost \$9,000).
  - (b) Fringe Benefits (percentage and amount): This entry should be the proportionate cost of fringe benefits paid for the percentage of time spent on the project.  
(Example: If an employee spends 30 percent of his/her time on the project, 30 percent of his/her fringe benefits should be charged to the project.)
2. Consultants: Identify consultants, specific tasks and work to be performed if not included in the proposal, and include budget for associated costs, including travel, per diem, and other related costs.
3. Contracts: Identify all work to be completed by contract and a budget for the estimated cost. If a commitment has been made prior to application for funding to contract with a particular vendor, identify the vendor, explain how the vendor was selected, type of contract, deliverables expected, timeframe, and costs. All contracts must meet the requirements established by OMB Circulars.
4. Travel: Identify the number of trips to be taken, destinations, purpose, and number of people to travel. Itemize the estimated costs to include approximate cost of transportation, per diem, and miscellaneous expenses. Registration fees should be included. All travel should be

in compliance with the applicant's written travel policy.

5. Equipment and Furniture: Identify items of equipment and furniture purchase or rental costs and intended use. Justify purchase vs. rental.
6. Supplies: Identify specific supplies necessary for the accomplishment of the project.
7. Other Costs: Identify all other costs that are applicable to the project, such as office space.
8. Indirect Costs: This entry should be based on the applicant's established indirect cost rate with the Federal Government. Estimates may be included pending approval of a negotiated Federal indirect cost rate. Note: This program limits the indirect cost rate that may be charged to 25 percent of the total direct costs or the applicant's amount above the 25-percent level up to 100 percent as part of the non-Federal share. A copy of the current approved, negotiated Indirect Cost Agreement with the Federal Government must be included.
9. Program Income: Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the project narrative description the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

**PROJECT BUDGET**  
(See Instructions)

Budget Period: \_\_\_\_\_ Months

Federal Share

Non-Federal Share

Category		Cash	In-Kind
1) Personnel:			
a. Salaries:			
b. Fringe Benefits:			
2) Consultants:			
3) Contracts:			

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## PROJECT BUDGET

(See Instructions)

	Federal Share	Non-Federal Share	
Category		Cash	In-Kind
4) Travel:			
5) Equipment and Furniture:			
6) Supplies:			
7) Other Costs:			
Total Direct Costs:			
8) Indirect Costs:			
Totals:			

Totals: (Federal and Non-Federal): \_\_\_\_\_

9) Program Income:			
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## PROJECT BUDGET

(See Instructions)

**Federal Share   Non-Federal   Share**

Category		Cash	In-Kind
4) Travel:			
5) Equipment and Furniture:			
6) Supplies:			
7) Other Costs:			
Total Direct Costs:			
8) Indirect Costs:			
Totals:			

Totals: (Federal and Non-Federal): \_\_\_\_\_

9) Program Income:			
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## NOTICE

Responses to this collection are required in order to obtain a grant under the Saltonstall-Kennedy Program (15 U.S.C. 713c-3(c)). Completion of this form is required in order for the application to be considered in fair and open competition with other applications. The information provided will be used to evaluate the appropriateness of the requested grant amount in terms of the work proposed. Information on this form will be treated as confidential for the purpose of determining the appropriateness of funding requested for a possible grant in accordance with 5 CFR 1320. Public reporting burden for this collection of information is estimated to average one hour per response including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspects of this collection of information, including suggestions for reducing this burden, to the National Marine Fisheries Service, Office of Sustainable Fisheries, F/SF2, 1315 East West Highway, Silver Spring, MD 20910.

NOAA may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.